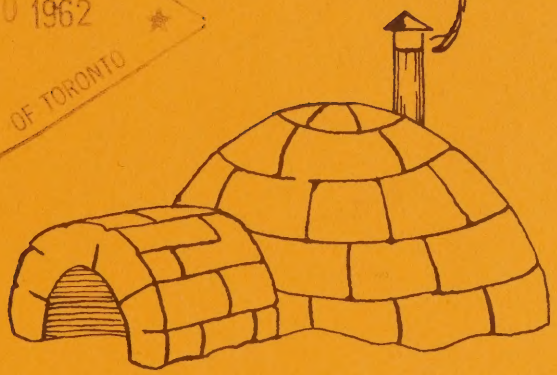
Department of

Northern Affairs and National Resources

Northern Administration Branch

Engineering Division

HELPFUL HOUSEHOLD HINTS



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FOREWORD

This booklet results from a suggestion made by the Hon. Alvin C. Hamilton on his return from a trip through the Canadian North. He thought that living conditions could be made more comfortable in the North if householders and tenants, many of whom have been accustomed to an urban environment with its attendant services, could be provided with "Do It Yourself" information and thus be able to carry out their own minor household repairs instead of having to wait until qualified help was available. The booklet attempts to provide, in simple language, instructions for the most common household repairs that may be required.

Your suggestions for additions or improvements to this booklet are invited and may be sent direct to:

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Kent Building,
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OTTAWA, Ontario.

INTRODUCTION

While most "Do It Yourself" bulletins are published as a general rule for hobbyists and often require special tools, we have tried to keep this as simple as possible and hope that it will prove to be a "Help Yourself" booklet for everyone.

The first point to keep in mind if the amateur hopes to achieve some degree of success with any repair project is to plan ahead step by step. He should also realize that he cannot expect to do a repair in the same time as a tradesman but there is no reason why he can't do it as well. There will be many problems arise that are not covered by this bulletin but if the foregoing is kept in mind, a solution will be found. Some of the products recommended in this bulletin may not be readily available in your settlement but could be added to your list of supplies for the next shipment.

If you should have occasion to effect any temporary repair to either buildings or services, please inform the proper authorities as soon as possible so that a permanent repair can be made.

SECTION 1.
GENERAL MAINTENANCE

1.1 Repair of Cracks in Plaster or Drywall

Clean the surface, remove any loose material and dampen the area with a sponge for a better bond. *See* Fig. 1 for preparation.

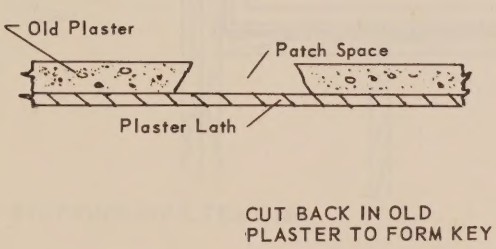


FIG. 1 – PLASTER REPAIR

Use any prepared patching plaster following the directions on the container. If the cracks are small, a water putty, such as Reardon's, may do a better job. If the cracks are fairly large the joint should be filled and allowed to shrink, then

a final coat is applied. There is always a tendency for the beginner to mix the patching material too stiff, but to make an easy job of it, it should be just stiff enough to be applied with either a putty or broad knife. The final coat of patching should be lightly sanded and prime painted before the room is redecorated.

If Plaster of Paris is available, it can be used as patching plaster. By adding vinegar when mixing, the setting time will be retarded. Do not attempt to add more material to a batch that has already begun to set. Once it has begun to set too hard to handle, it should be discarded and new material mixed.

1.2 Weatherstripping

By retarding the infiltration of air around doors and windows, the fuel requirement can be reduced substantially and at the same time add to your comfort. Every effort should be made to close any opening around doors and windows whether the fault is at doors and window sash or around the frames themselves.

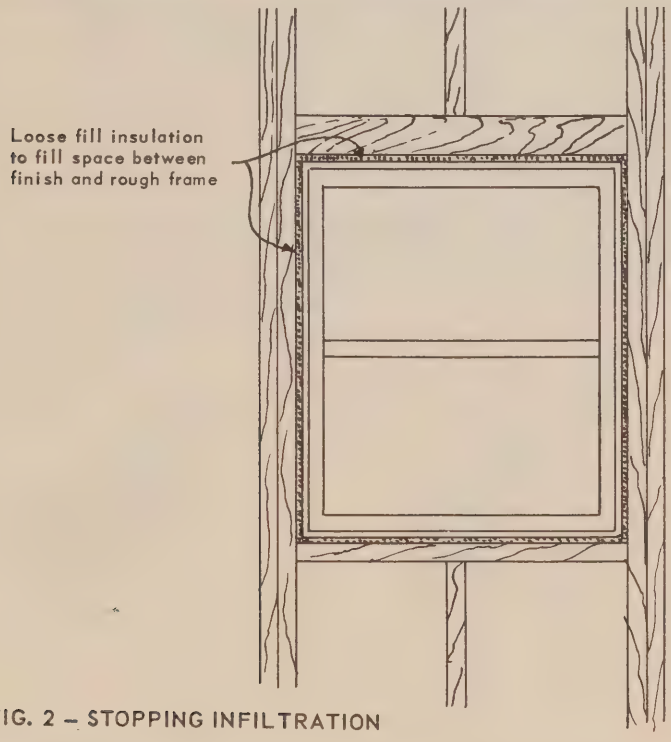


FIG. 2 – STOPPING INFILTRATION

If it is suspected that the fault lies in the fact that the cold air is entering around the frames the casing can be removed and the space between the rough opening and the frame stuffed with insulation. There are a variety of weatherstripping products for doors on the market that will serve the purpose. The metal backed rubber strip is possibly the most efficient and serviceable. If none of these products are available, you can improvise by tacking a strip of cloth to a piece of window stop (or similar). See sketch for details. (Fig. 3).

With the door closed, nail the wood stop to the door frame so that the felt strip is firmly compressed against the door.

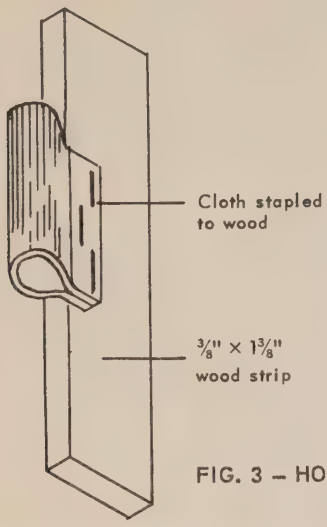
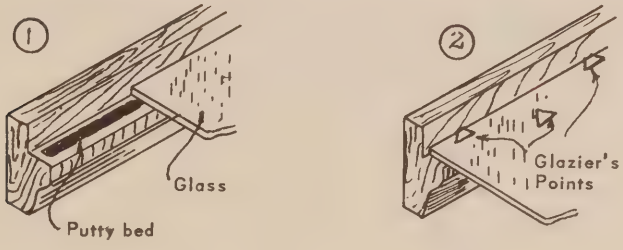


FIG. 3 – HOMEMADE WEATHERSTRIP

If the house is equipped with storm windows, a cloth masking tape applied over the joint between the sash and window frame will keep the drafts out.

1.3. Replacing a Broken Window Pane

Gloves should be worn to avoid the possibility of getting slivers of glass



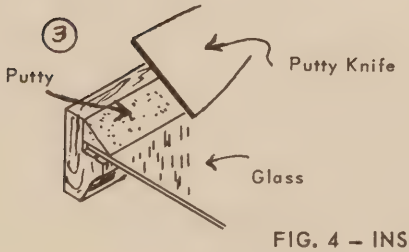


FIG. 4 – INSTALLING WINDOW PANE

in your hand when removing the broken glass. The old putty can be removed with a knife or chisel and the glazier's points saved for re-use. In most cases the paint will be removed with the putty so the bare wood should be prime painted before the new pane is installed. The first step in installing the new pane is to lay a small bed of putty in the rebate of the sash. (See Fig. 4, detail 1.) The new pane, having a clearance of ⅛ inch on all sides, is firmly pressed against the putty for good contact. The glazier's points are then inserted at every four inches and putty is applied on a level flush with the edges of the rebate as in Fig. 4, details 2 and 3.

1.4. Leaking Roof

The first point to consider when checking a leak in the ceiling is the possibility that condensation in the attic is causing the trouble. The next point is that the water may follow along the roof boards and then drip in the attic at some distance from the damaged roofing. When the leak is definitely located, the shingle, above the damaged shingle, in the case of asphalt shingles, can be lifted, the nails removed from the damaged shingle and a new shingle inserted. In the case of cedar shingles, a larger area will have to be uncovered to effect a repair. If the damage is close to the ridge the old shingles should be removed right to the ridge. When replacing cedar shingles, care should be taken that there is adequate lap of the joints (not less than 1½") between courses or rows. Roll roofing can be repaired by simply cementing a patch over the damaged area. The patch should be well nailed to the roof and the edges covered with roofing cement. Care should be taken when working on an asphalt roof as the material is easily damaged at low temperatures.

1.5. Trouble With Doors

Due to settlement of the building and loosening of screws, you may find that

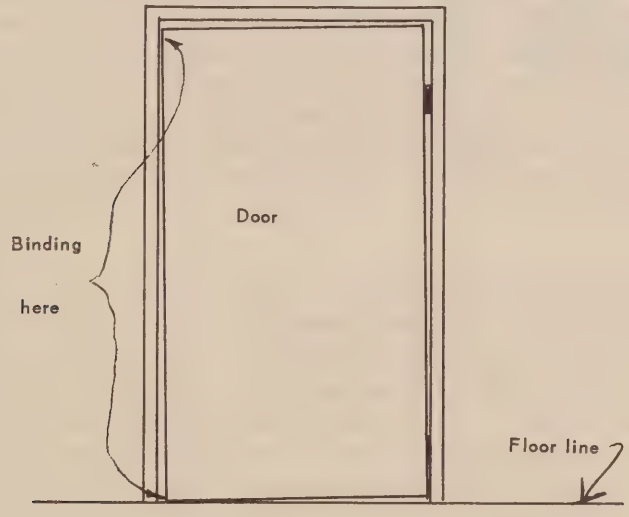


FIG. 5 – BINDING DOOR

you are having trouble closing doors. With a screw driver and a little cardboard, the door can be made to fit again. Planing of the door or mortising for hinges should be the last resort. If the trouble is as denoted in the sketch (Fig. 5) when the door drags on the floor and binds on the frame near the top, the screws should be checked for tightness. If the screw turns, due to the hole being too large, a soft wood plug should be driven in the hole and a pilot hole drilled to take the screw. (The practice of filling the hole with sawdust and glue is not recommended). If this does not remedy the trouble, the top hinge should be removed from the frame and a piece of cardboard, the length of the hinge and half

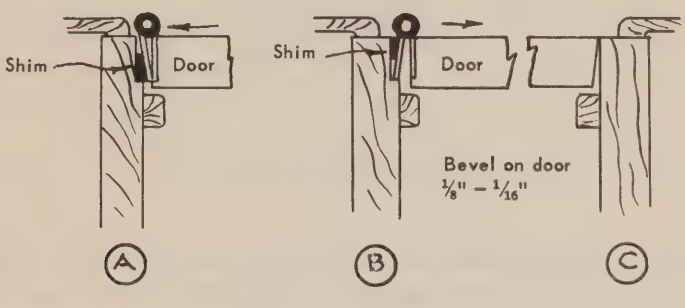


FIG. 6 – BINDING DOOR RELIEVED

the width, inserted under the leaf of the hinge to the front, (Fig. 6A). This has the effect of swinging the pin to the outside and drawing the door at the top closer to the frame on the hinge side and lifting the lock side of the door from the floor. The opposite effect could be achieved by placing the strip of cardboard under the leaf next to the pin, (Fig. 6B). It's quite easy to see the many variations possible by the use of one or two thicknesses of cardboard under either one or both hinges. If planing is the only remedy, always plane with the grain of the wood. The lock edge of the door should be bevelled at least $\frac{1}{16}$ inch to take care of the swing of the door, (Fig. 6C).

Doors and windows that are frozen due to condensation can be loosened by pouring heavily salted water around the edges. Use of an oilcan to apply the salt water will keep the mess at a minimum.

1.6. Furniture

In a dry climate, wood shrinkage accounts for the fact that chair legs, rungs, stretchers, etc., loosen and eventually fall out. To repair the article the old glue must be cleaned from the joint. By applying a mixture of sawdust and glue to the joint it can be made as good as new. Allow plenty of time for the glue to set before putting the article back in use. If the hole has been enlarged to such an extent that this won't work, you should make a saw cut in the end of the leg or rung and fit a wooden wedge in the cut so that when the rung is driven in it will be a snug fit, (Fig. 7). Be sure the wedge is not too large or you will not be able to replace the leg or rung to it's original depth.

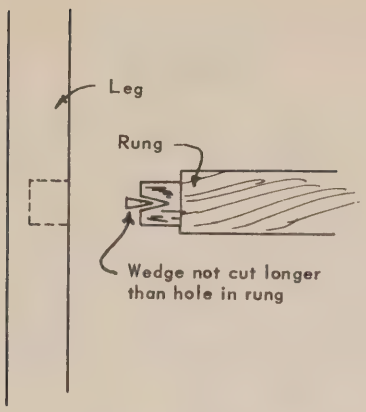


FIG. 7 – WEDGE FOR CHAIR RUNG

1.7. Blinds

If the blind will not roll up, pull the shade down to the window sill and remove roller from brackets, wind up blind and put back in place. If the blind is too tight, reverse the procedure. Blinds that are too wide for a window can be shortened by the following method. Remove the blind from the rollers. The cap having the round prong is removed from the roller. The roller is then cut to length and the cap replaced. The blind should be rolled up neatly and cut to length with a scissors or tinsnips. With older blinds the edges may be frayed so it may be a good idea to cut an equal amount from both sides. The blind is then stapled to the roller taking care to keep it square with the roller.

1.8 Sticking Drawers

Apply beeswax to drawer runners and guides for ease of operation. Wax applied to the sash channel and stops in window frame will allow double-hung sash windows to be raised and lowered with ease. If beeswax is not available any hard soap will do the trick. It does not need a great deal of either product to overcome any friction there might be.

1.9 Floor Wax

Self-polishing waxes should be used on asphalt tile and rubber tile. Linoleum and lino tile may be waxed with either type of wax but do not use strong cleaning solutions containing alkali when washing the floor as they are injurious to this type of material. Vinyl and vinyl asbestos tile or yard goods require no special wax. To insure maximum appearance and service, all resilient floor coverings should be waxed regularly but the use of the wrong type of wax may do more damage than the traffic over the floor. Keep in mind when washing the floor to keep the water at a minimum. If you have any doubt as to the type of floor covering in your home, please make enquiries.

SECTION 2.
PAINTING

2.1 As often happens around the home when a paint job comes up, we find that the pigment has settled to the bottom. Here is where an (old) egg beater comes in handy as it is an ideal tool for paint mixing. You may have to use a paddle to loosen the pigment around the edges. If the paint has been stored in the house for a considerable time a thorough mixing job can be done by following these directions. The liquid should be poured off in a separate container and the remainder mixed with a clean paddle to a smooth consistency. You may need a screwdriver to loosen the paint around the edges and bottom of the can. When you have this well mixed, the liquid is added, being sure to mix thoroughly. The paint should then be poured from one container to another several times. Any lumps or "skins" that remain should be strained off by the use of a discarded nylon stocking.

In all cases the paint manufacturer's directions on the container for thinning and application should be followed. Varnish, shellac and other clear finishes should not be shaken. If necessary to stir as in thinning, stir slowly and let the bubbles disappear before starting to use the finish. Roxatone and similar products should also be stirred slowly as vigorous mixing will blend the colours and defeat the purpose of the paint. Paint should not be allowed to freeze as there may be a separation of the pigment and vehicle. In the case of water-based paints the containers may burst. If the paint has been frozen be sure to take special care in mixing.

2.2 The paint is now ready to be applied. Instead of using the paint directly from the can, enough paint to do the job at hand should be poured into a clean container that will be large enough for the size of brush being used. In this way the remainder of the paint in the can will be kept from drying out, the original container will be clean and the manufacturer's directions legible for when next you use the paint. A point to remember is that bristles should only be dipped halfway in the paint and any excess should be removed not by scraping the bristles against the side of the container, but by lightly tapping the brush against the inside edge of the container.

It is advisable to start painting from the top down. The body of the building first, then the trim. For interior painting the ceiling is done first then the walls as before from the top down. The trim is always left to the last. This is no problem as normally all trim is painted with an enamel paint for ease of cleaning. Windows and doors are painted from inside out. In the case of windows, mullions, sash and frame are painted in that order.

2.3 Brushes should always be cleaned before being stored. Clean with solvent or thinner, then wash with soap and water and dry thoroughly taking care to comb the bristles so that all are straight. It should then be wrapped in wax paper and stored. For overnight storage, the brush should be cleaned of paint

and hung in a container of linseed oil if you are using a normal oil paint. Brushes should never be left standing on their bristles nor should they be stored in water for any length of time. Most brushes have a hole in the handle so that a

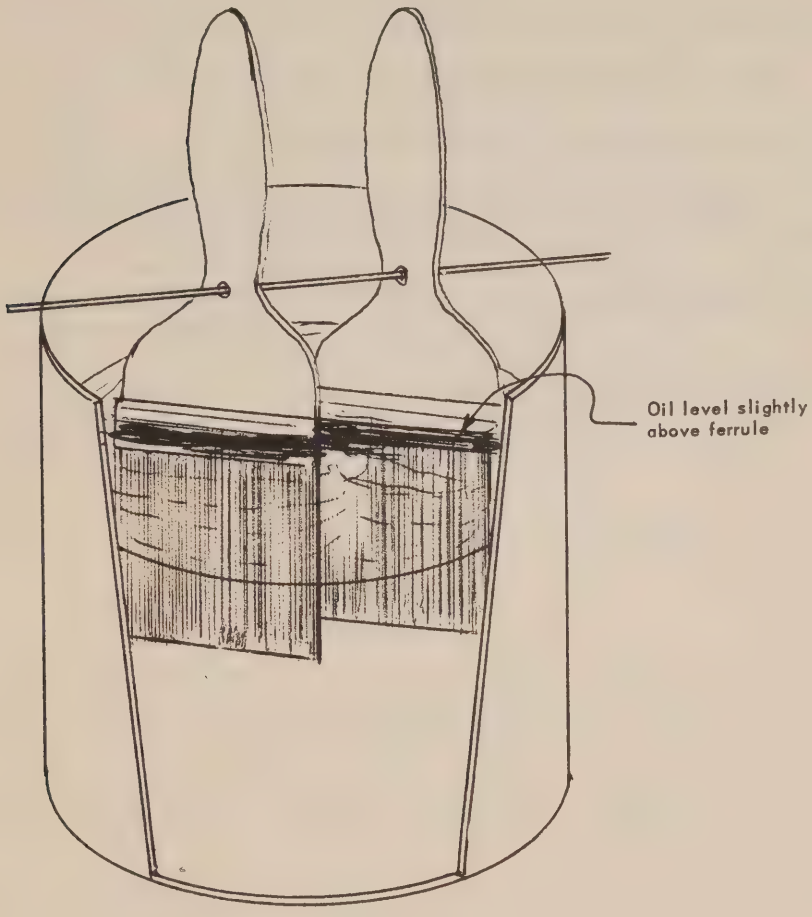


FIG. 8 – STORING PAINT BRUSHES

wire may be inserted to suspend the brush from the edge of the container, (Fig. 8). If there is no hole in the brush handle it is a simple matter to drill a small hole so that a wire may be inserted. Paint rollers, if used with emulsion-type paints, may be cleaned simply by washing in lukewarm water and plenty of soap. Care should be taken that the roller is well rinsed to remove all traces

of soap. When used with oil-based paints or enamels it should be cleaned with turpentine or solvent. During intermission of an hour or less if the roller is wrapped with saran paper or foil, it will prevent it from drying out.

2.4 Water marks or rings on furniture from wet glasses, vases or flower pots may be removed by trying one of the following ideas:

(a) Place a clean thick blotter over rings and press with a warm (not hot) iron.

(b) Apply liquid wax to surface with 4/0 steel wool. Work with grain of wood.

(c) Rub with a mixture of table salt and 3-in-1 oil or cigarette ashes and butter or margarine.

For removing alcohol spots the following suggestions may prove helpful:

(a) Put a few drops of ammonia on a damp cloth and rub well. Follow this with an application of wax.

(b) Rub with cloth saturated with liquid wax, silver polish, linseed oil or moistened cigar ash.

Paint stains that have dried can be removed by covering spots with linseed oil until the paint is softened. It can then be rubbed off with a cloth. Fresh paint can be removed by using a cloth dipped in turpentine. Be sure to wax the surface after using any of these removal treatments.

SECTION 3.
PLUMBING

3.1 Frozen Pipes. When thawing a water supply pipe commence thawing at the supply end and work towards the faucet which should be kept open. If it is a waste or drain line that is frozen, work from the sewer end towards the fixture. *Do not* apply heat to the centre of the frozen section or the pipe may burst. The use of a blowtorch may be the most effective way of thawing frozen water lines but if you burn the house down in the process it surely is drastic treatment. A blowtorch should only be used when you are able to isolate the section of pipe to be thawed from any combustible material. Allow an air space betwen the protection and the combustible materials. Wrapping the pipe with cloths and pouring boiling water may be slower but safer. Before cutting openings in walls or floors when the frozen section is in an inaccessible location, enquire whether an electric transformer for this purpose is available on the site.

If the pipe has burst from the action of the frost, a temporary repair can be effected by drying and cleaning the pipe, then wrapping with ordinary friction tape. Use plenty of tape, wrapping tightly and extending the tape at least 4" beyond the split, Fig. 9 (a). A more permanent repair can be done if the proper size rubber hose and clamps are available. The damaged section should be removed by cutting with a hacksaw, then a length of hose at least 4" longer than

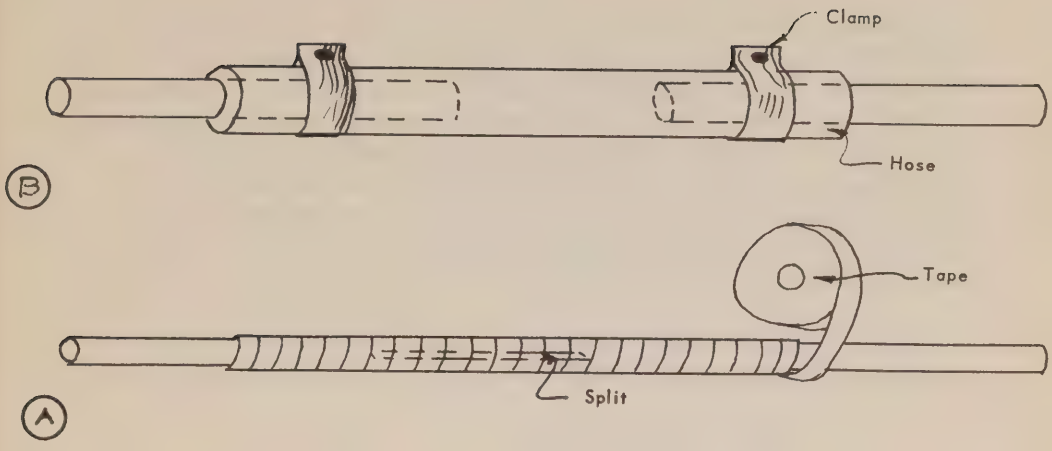


FIG. 9 – REPAIR OF FROZEN PIPES

the break is inserted on the line and the clamps tightened, Fig. 9(b). Heavy baling wire can be used to replace the clamps if none are available.

3.2 **Traps and Drains.** Be sure that the vent or stack does not become clogged at roof outlet with frost, or ice during prolonged cold spells in the winter which

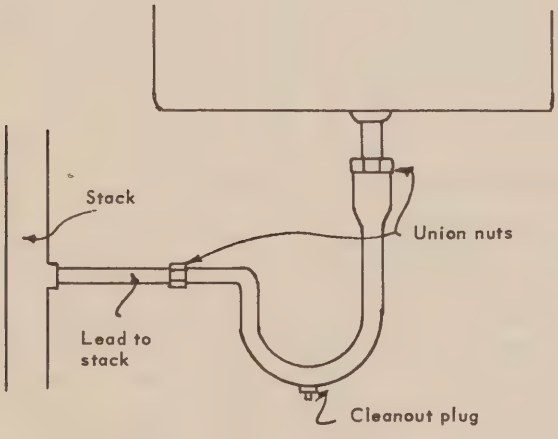


FIG. 10 – P – TRAP

could result in syphoning of the trap. When the waste water is slow in draining out of the fixture, the trap located below the fixture is in need of cleaning. If you have any commercial flush cleaner on hand use according to directions on the container. If this does not accomplish the cleaning, the trap cleanout, Fig. 10, will have to be removed and any foreign matter removed with a wire. The trap should be well flushed before replacing the plug. Be sure to have a pail under the trap before removing the plug. In some cases the trap does not have a cleanout so then the union nuts, Fig. 10, must be loosened and the complete trap removed. The nuts should be protected with tape or cloth before using a wrench on them. Before replacing the trap make sure that the lead to the stack is free of any foreign matter.

When the water closet becomes plugged, it is a little more serious. A rubber plunger will clear most minor stoppages. A closet auger if available

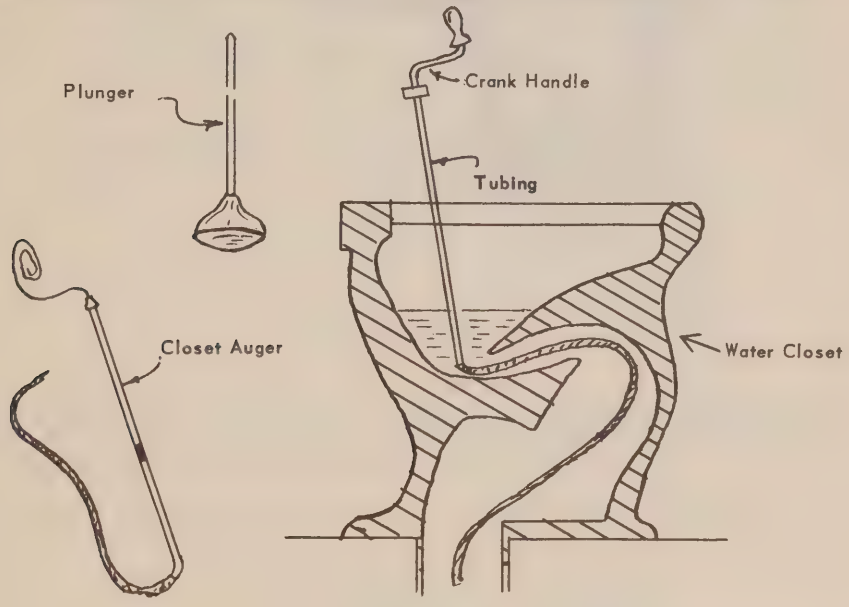


FIG. 11 – TOOLS USED FOR OPENING DRAINS AND TRAPS

should be used with the plunger as it will form a passage through the obstruction for the water to flow when being forced with the plunger, Fig. 11.

3.3 Faucet Taps. Dripping taps are a nuisance and a waste of water and in many sites in the north water isn't the most plentiful commodity. In the case of a hot-water tap, wasted water will also add to the fuel or light bill. However, it is a very simple matter to stop the leak. Refer to Fig. 12 to follow procedure. The first step is to shut off the supply valve, normally located below the fixture, then remove the cap nut and packing. You will be able to remove the spindle from the faucet. At the bottom of the spindle is a brass screw that holds a bibb washer. Remove the screw and install a new washer. If the washer is badly worn the spindle may have damaged the seat in which case the seat will have to be

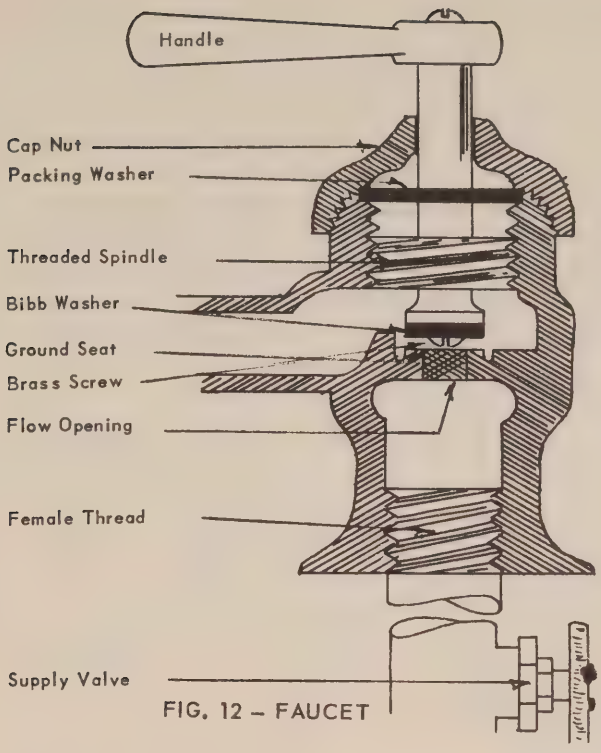


FIG. 12 – FAUCET

refaced with a faucet Seat Dresser. If the brass screw is damaged be sure to replace with a brass screw and not a steel screw, as the steel screw will rust and you will be getting rusty water when first opening the tap.

3.4 Toilet Tank. One of the most common problems with a toilet tank is that

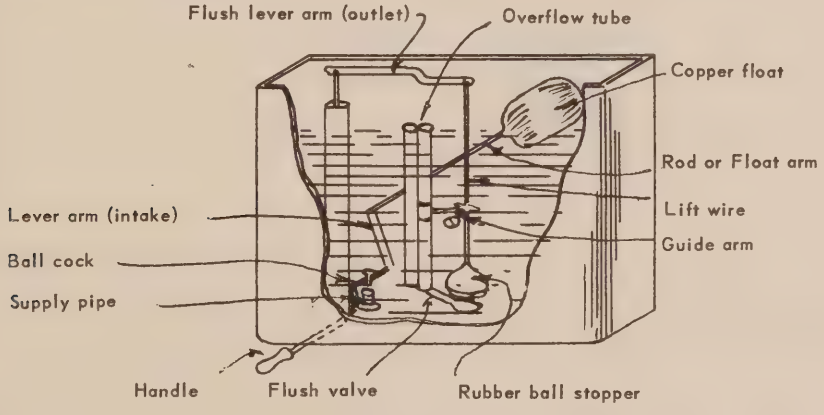


FIG. 13 – TOILET TANK DETAIL

SECTION 4.
ELECTRICAL

4.1 Blown-out Fuse. If the lights suddenly go out in the room or the appliance will not operate, the panel box should be checked for a burnt-out fuse. Before removing the fuse the main switch should be pulled to the "off" position and then replace the burnt fuse with a new one of the same capacity. It's a simple matter to identify a burnt-out fuse as the filament visible on the end of the fuse will usually be separated. Do not use a penny as a replacement as this practice may cause a serious fire. When a particular fuse is being burnt out regularly, have the appliances on the line checked. Again, it may be that too many appliances are being plugged in that circuit at one time. Possibly your dwelling may have the distribution panel equipped with circuit breakers, instead of screw-in fuses. By checking your circuits listed on the panel cover it is an easy matter to trip the appropriate breaker to the "ON" position again.

4.2 How to Repair Cord Plugs. When the cord becomes frayed and broken, which generally happens next to the plug or appliance, the cord should be cut back to the undamaged section. The insulation is then removed from the copper

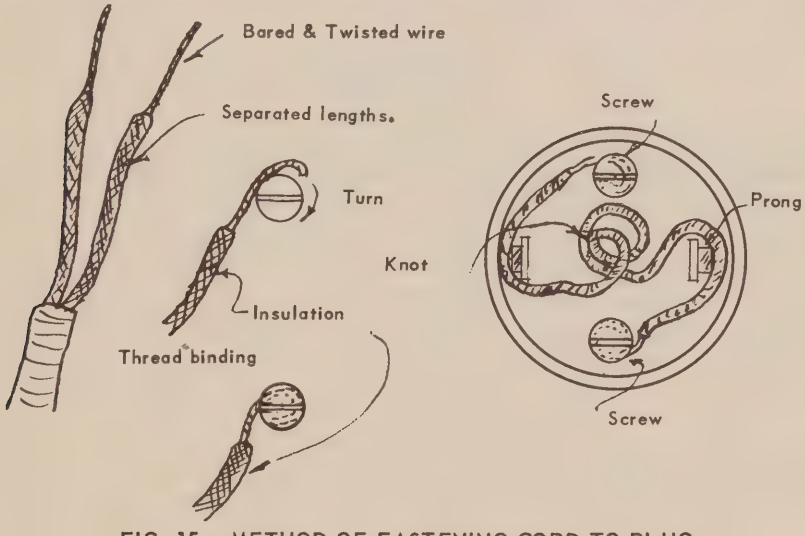


FIG. 15 – METHOD OF FASTENING CORD TO PLUG

NOTE: Wire is brought around prong before being twisted around screw.

wire, one inch being sufficient. Care should be taken that the wire is not damaged when removing the insulation. If it is a stranded conductor (copper

wire) the strands should be twisted tightly together, the cord inserted in the plug and a knot tied in the two wires as illustrated in Fig. 15. The knot will relieve the strain on the screws should a person remove the plug from a fixture by pulling on the cord. The wire is then brought around the prong of the plug and the bare end wrapped clockwise around the screw. If you have more than enough bare wire to wrap around the screw, the excess should be cut off. A plug should always be removed from a fixture by means of the plug and not by pulling on the cord. At times the conductor in the cord breaks and frays but without any exterior evidence. However, if the cord or plug heats up above normal the conductor should be checked for fraying and the repair effected.

4.3 Safeguards. Always unplug the appliance before you begin the repair. When doing any repair on the line or in the distribution panel, the master switch should be pulled to the "off" position. Do not overload any circuit with appliances. If you have continual trouble with fuses being burned out or trouble with switches, report it to the person in charge who will take the necessary steps to have the trouble corrected. Christmas tree lights require care in erecting as they often lead to serious fires. Only Christmas tree light kits bearing a Canadian Stamp of Approval should be used. In any case they should always be extinguished when leaving the house. Christmas trees should be placed in water filled containers to slow down the drying out of the needles.

SECTION 5.
HEATING

5.1 Filters. In forced warm air furnaces, filters are inserted on the air inlet side to remove dust and lint from the air. These should be cleaned periodically, depending on locality and living habits. The bulk of the lint can be removed with a brush then the filter should be well cleaned with a vacuum cleaner.

On the oil line from the tank to the burner, there will be traps and filters to remove any dirt or water from the fuel before it reaches the nozzle. Complete instructions will be found on the card supplied by the equipment manufacturer for the removal and cleaning of the units. This card should be attached in a prominent place near the furnace. If you have none, request one immediately.

5.2 Gravity Furnaces. If the fire should go out in the furnace, be sure that there is not too much oil in the pot before relighting the furnace. The presence of a heavy coating of soot in the fire chamber generally denotes poor draft. The soot should be cleaned out since it will act as insulation and you won't get all the benefit of the fuel being burned. Poor draft may be caused by not enough length of chimney above the roof ridge or some obstruction nearby that would cause air turbulence around the chimney. Also the draft regulator on the smokepipe may not be adjusted properly. Be sure to read the directions before doing any adjusting. There are oil additives on the market that will keep soot deposit at a minimum but it is important that you adhere to the directions on the container.

5.3 Humidity. If the humidity of the air is kept high enough, it will be much more comfortable, but there is a limit above which you'll have an excess of

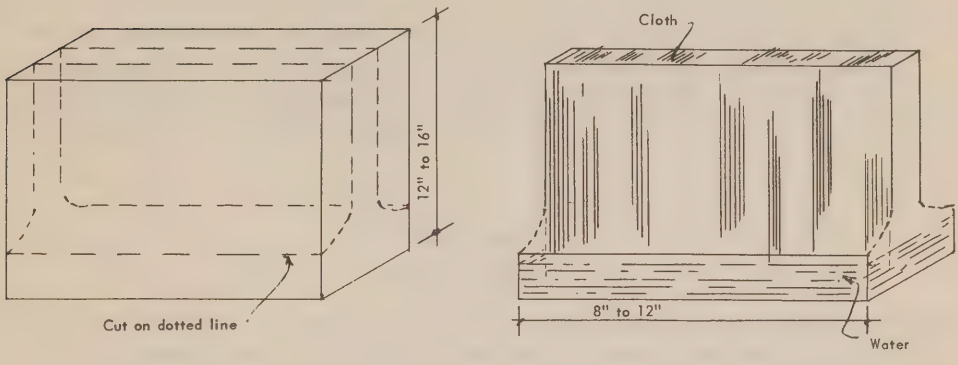


FIG. 16 – HOMEMADE HUMIDIFIER

condensation on the windows or any cold surface which will pose other problems. Most furnaces are equipped either with automatic humidifiers or containers that have to be filled periodically. A tea kettle on the stove will add a great deal of humidity to the air. A homemade humidifier could be made from a rectangular metal container and an old dishtowel or any absorbent material. If the container is of light weight material the top may have to be reinforced for rigidity. It should be located near the source of heat.

5.4 Fans. Where a large room is heated by a space heater, there is a tendency for the farthest corners of the room to be too cold for comfort. The use of fans strategically located to force the air to the corners can overcome the shortcoming of the heater. The same would hold true in houses where bedrooms or other rooms do not receive enough heat. If the air can be kept circulating, it will also help to prevent condensation forming on the cold surfaces.

SECTION 6.
APPLIANCES

6.1 Refrigerators. For the most efficient operation of a refrigerator it should be defrosted, unless it is automatic, whenever the frost begins to accumulate to any degree. Care must be taken also that the unit is level. This is easily done by means of the adjustable feet.

6.2 Ranges. Oil-burning ranges should be cleaned of soot periodically, at least every three months. There are many products on the market, such as Oven-off, that will save a lot of elbow-grease when removing spilled food that has been burnt to the oven surface and for periodical cleaning of the oven interior.

6.3 Automatic Washer and Dryer. If you happen to be among the fortunate to have an automatic washer and dryer be sure to follow the directions supplied by the manufacturer. It's a good idea to post the directions in a prominent place near the unit, not only for your own information, but so that the information will be available for the next occupant.

SECTION 7.
SANITATION

7.1 Drinking Water. Where your supply of drinking water is obtained from either a well or spring, care should be taken to keep the source free from pollution. Surface water should not be allowed to contaminate the supply. A fence will keep animals away. Privies, sewage disposal fields and pits should be located at least one hundred feet from your source of drinking water supply. Even then, they should be located so as to take advantage of grade levels so that drainage is away from the source of water supply.

While clear, colourless and odorless water is desirable, it does not follow that it is free from impurities. If possible, a sample of your drinking water should be sent out for analysis. Boiling of the water will make it safe for human consumption. A simpler method of rendering the water fit for human consumption would be to disinfect it. The following method of disinfection is satisfactory for small quantities of water:

Prepare a 3% solution of calcium hypochlorite by adding one level tablespoon of high test hypochlorite which contains about 65% of available chlorine to one-half pint of water. If the calcium hypochlorite powder on hand contains less than 65% available chlorine you would increase it proportionately. The powder should first be mixed with a little water to form a paste then added to the half pint of water. Do not prepare too large an amount of stock 3% solution at one time as it will lose its strength with age. Apply the above 3% solution to the water to be treated in the following proportions:

Quantity of Water	*Quantity of 3% Solution*
1 gal.	7 drops from a medicine dropper
5 gals.	¼ standard teaspoon
20 gals.	1 standard teaspoon
50 gals.	1 standard tablespoon

After adding the proper dose, cover your water container and allow to stand for at least 30 minutes before using the water.

Ordinary household bleach such as Perfex or Javex having 5% available chlorine may be used, instead of the powder, in the following proportions:

Quantity of Water	*Quantity of Bleach*
1 gal. clear water	3 drops
1 gal. turbid water	6 drops
1000 gals. clear water	3½ fl. oz.
1000 gals. turbid water	7 fl. oz.

If the water is very cold a longer mixing and settling time will be required (up to one hour). In all cases the solution should be well mixed with the water.

SECTION 8.
CLEANING RUGS AND UPHOLSTERY

8.1 Vacuum Cleaning

Correct care of rugs and carpets calls for regular use of the vacuum cleaner.....at least once or twice a week, and if floor coverings are subject to heavy traffic, even daily. Daily care with a carpet sweeper is also a good housekeeping procedure. However, there is more to a vacuum cleaning than meets the eye. Most rugs and carpets, as well as other pile fabrics, do not stand up straight. Instead, they have a natural slope in one direction, known as the "lay" of the pile. Because of pile lay almost all floor coverings – and plain-coloured ones in particular show "shading", or light and dark areas. This is not a defect but a common characteristic, and results simply from differences in reflections of light between the pile in its smooth normal condition and in its "ruffled" or irregular condition. You can help retard shading to some extent by always finishing off each session of vacuuming by running your cleaner *uith* the pile lay.

8.2 Do's and Don'ts

Do turn your rugs around to face in different directions once or twice a year. This helps to distribute the wear over their entire surface and adds extra years to their life.

Don't try to wash or shampoo rugs yourself. Many of the preparations sold for this purpose cannot be removed from the floor covering after they have been applied. The residue that remains in the rug will cause rapid re-soiling, and may damage colors or even the fabric. It may also trap dust particles and check their removal by vacuuming. *Do* clip with a pair of shears the little tufts or "sprouts" that protrude above the surface of your floor covering. But *DON'T* pull them out.

Don't use ammonia and preparations containing ammonia, or soaps containing alkalis – such as heavy laundry soaps, strong dishwashing and floor-scrubbing compounds, wall or sink cleansers – on your floor coverings. The pile of your rug and the dyes with which it has been colored, may be sensitive

to alkaline solutions... their use may cause discoloration or bleeding of colors, and may even damage fibres.

Do lift furniture to move it. If you push heavy pieces across the surface of a floor covering you may damage the fibres seriously.

Don't shake or snap small throw rugs out windows or doors trying to dust them. The snapping action may break the yarns in the rug backing even though they are firmly bound.

8.3 Stain Removal

This section is devoted to steps you can take to remove or check *stains when they occur*.....using common household products from your kitchen cabinet or medicine chest. The methods described here are not those of the professional rug cleaner, who uses specialized stain removal techniques based on textile chemistry.....they *are* emergency methods that you as a homemaker can apply when the inevitable spill takes place. Stains should receive attention immediately, while still fresh or wet. Unfortunately, some stains can only be effectively treated with specialized skill and knowledge, while inexperienced attempts at removal can result in permanent damage. Therefore, while the emergency treatments suggested in the following pages may not always produce the desired results, they at least will not contribute to making a stain permanent. In other words, by following these suggestions you can be confident of not doing the wrong thing.

CAUTION. Several of the treatments suggested on the following pages call for the use of nonflammable, nome dry-cleaning solvents, which may be applied by sponging or by a spray type product. Many tufted rugs are manufactured with rubber backing, and solvent applications should be light to prevent any possible damage to the latex. Paper (fibre) rugs are easily damaged by spot removal techniques. Mechanical action, especially when fibre is wet, must be kept to a minimum.

The "How" of Emergency Stain Removal

First of all, don rubber gloves to protect your hands from acquiring the stain. Then arm yourself with one or more pieces of clean, white unstarched cloth, white absorbent tissue, or white paper towels. Absorb as much of the spill as possible with these. If you can, place an old bath towel or uncolored cloth under the stained area. Always begin the first-aid operation at the outer edges of the stained area, and gradually work in from the edges toward the centre. If you work from the centre out you may enlarge the area of stain. Do not at any time brush or rub a stained area vigorously as this action tends to distort the pile and, even if the stain is removed, the disturbed pile may be more objectionable than the stain. If a stain will respond at all to treatment, it will respond readily without harsh rubbing. Whenever possible apply the solution recommended for removal of the stain with a medicine dropper....and apply it directly to the stain, not to the area outside the stain.

Two Quick Formulas for Stain Treatment

With one of these formulas or, where indicated, the right combination of formulas, you can proceed to tackle a variety of common stains resulting from accidents. If a mishap occurs refer to the following pages under the heading that deals with the cause of the stain. There you will be told which formula to use and how to use it.

Formula 1

1 teaspoonful of neutral (non alkaline)
SYNTHETIC, SOAPLESS DETERGENT such as
those widely advertised for safe washing
of fine fabrics,
½ pint of LUKEWARM WATER

Put the detergent in a jar, mixing bowl or other container. Add the water and stir vigorously until you have obtained a clear solution without any residue. The amount of suds, incidentally, has no bearing on the effectiveness of the formula. Apply this solution, where recommended, directly on the stain with an eye-dropper. Using a rotary motion, sponge the stained area with a clean, white, unstarched cloth.....beginning at the outer edge and working in. Try to keep inside the stained area at all times. Blot up remaining moisture with damp cloths, sponging in the direction of the pile lay. Finally, with another cloth dampened in clean, lukewarm water, sponge the area again several times. Finish by blotting up remaining moisture with damp cloths.

Formula 2

1 teaspoonful WHITE VINEGAR
3 teaspoonsful LUKEWARM WATER

Mix the two in a teacup or glass. Apply this solution directly to the stained area with a medicine dropper. Using a rotary motion, gently agitate the saturated area with a clean, white, unstarched cloth. *Allow the solution to remain on the stain for about fifteen minutes.* Blot up remaining moisture with damp cloths. With another cloth dampened in clean, lukewarm water, sponge the area again several times. Finish by sponging in the direction of the pile, blotting up remaining moisture with damp cloths.

Animal Urine. In homes with pets, floor covering accidents are not only the most common, but the most serious. As stated previously in this booklet, the fibres and dyes in wool pile floor coverings are sensitive to strong alkaline solutions. And when the moisture content of urine evaporates a highly concentrated alkaline deposit remains. This alkaline concentration then reacts to cause an actual change of color. However, when animal stains are properly treated as soon as they occur, color change can be reduced to a minimum.

Treatment: Sponge the stained areas with several applications of clean, lukewarm water. Use a damp, clean, unstarched cloth to absorb as much of the moisture as possible. Apply *Formula 2* as directed. Allow to dry thoroughly and apply *Formula 1.* Allow to dry thoroughly. Apply *Formula 2* again, as directed. This treatment is effective in a great percentage of cases. Where a color change actually takes place, however, no further treatment can restore the color. You

can have the rug re-dyed if it is a solid color rug.....or, if it is a pattern rug, you may be able to improve its appearance by spot-dyeing the affected areas.

Beverages – Alcohol, Coffee, Tea, Soft Drinks. Sponge the area with lukewarm water, using clean, white, unstarched cloth. Absorb and repeat several times. Follow with *Formula 1* as directed. If necessary follow with *Formula 2.* Most beverages contain a certain kind of sugar that is colorless when first deposited on a fabric. After it has been exposed to air for some time, this invisible sugar stain undergoes a chemical change called carmelization, and it sets permanently in the rug fibres. Later on, after exposure to direct sunlight or heat used for drying cleaned rugs, the stain may appear as a delayed-action tan or brown discoloration. Consequently, treat such spills immediately.

Blood. Sponge with cool water. Follow with *Formula 1.* If a yellowish stain results, apply a few drops of peroxide. Allow to remain two or three minutes. Follow by sponging with clear, cool water.

Butter and Fats. Apply any non-flammable household dry cleaning fluid to the stain with an eye-dropper and sponge with a clean, white unstarched cloth. Observe CAUTION, Page 7.

Furniture Stains. Spots from wood dyes and stains from bottoms of chair and table legs sometimes occur. These are often difficult or impossible to remove.

Grease. Apply a non-flammable dry cleaning fluid and sponge with a clean cloth. Repeat until the cloth shows no further evidence of discoloration. Observe CAUTION, Page 7. If any stain remains apply *Formula 1.*

Ice Cream – Milk Desserts. Sponge with lukewarm water, using a clean, white unstarched cloth. Follow with *Formula 1.*

Ink – Fountain Pen. Ink stains are another common source of trouble to the home maker. Since there are many kinds of inks, there have been hundreds of formulas suggested for ink removal. While many of them produce satisfactory results, their misuse often causes a small stain to spread over a larger area of the floor covering. Nearly all household inks, except ball-point pen inks *(see* below), are soluble in soap and water. However, the excessive use of soap and water will extend the stain over too large an area of the carpet for an inexperienced person to tackle. Where the stain or stains are small, do this:

Use clean white tissues to blot up as much of the stain as possible. Have an abundance of these or clean white rags available and be sure you don your rubber gloves. Sponge the stain from its outer edges in towards the centre. Repeat the spongings as long as you can see evidence of the stain on the cloths you are using. Follow by using *Formula 1,* again being careful to work in towards the centre of the stain. Changing cloths frequently, repeat until all evidence of the stain is removed. *Don't use milk.*

If a brown or yellow stain remains, this is evidence that iron was incorporated in the ink formula. Its removal is a job for your rug cleaner. Removing large ink stains can be a very messy chore. It is best to merely blot up as much ink as you can....then clean a small area at a time.

Permanent-ink stains usually cannot be removed.

Ink-Ball Point Pen. Apply a non-flammable household dry cleaning fluid, and sponge with a clean dry cloth. Observe CAUTION, Page 7.

Chewing Gum. Use a non-flammable household dry cleaning fluid. Apply it liberally on and around the outside of the gum. Allow to remain three or four minutes. Lift off the gum with a dull knife or spatula. If the gum does not release readily, repeat the treatment. Observe CAUTION, Page 7.

Cosmetics. Apply a non-flammable household dry cleaning fluid, then follow with *Formula 1* as directed. Observe CAUTION, Page 7.

Iodine. Apply a few drops of white vinegar to stain. Mix a solution using 1 teaspoon of hypocrystals (obtainable from drug store) in a glass of warm water. Apply with an eye-dropper, a drop or two at a time, and carefully sponge with a clean, white cloth from the outside to the centre. Repeat as often as necessary. Follow by sponging with clean lukewarm water. Blot up remaining moisture with damp cloths.

Medicine — General. Sponge with lukewarm water and clean, white unstarched cloths as often as necessary, working from the outer edge towards the centre. Apply one drop of *Formula 1* to the stain and immediately apply a cloth to that area. If there is evidence of the stain transferring to the cloth, continue with *Formula 1.* If not, follow the same procedure with *Formula 2.* If the stain still does not respond, find out from your physician or druggist the chemical content of the medicine. With this information you could enquire of a dry-cleaner as to the best method of removing the stain.

Mercurochrome. The procedure for treating mercurochrome stains is impractical for an inexperienced person to follow. Such stains should be handled only by a professional rug cleaner. However, mercurochrome stains usually cannot be removed.

Nail Polish, Household Cement, Dope. Apply chemically pure amyl acetate (known as banana oil) directly to the stain with an eye-dropper. After a few minutes sponge with a clean white unstarched cloth, working from the outer edge in toward the centre. Nail polish, household cement, or airplane dope may damage a rug or carpet made of synthetic fibres or blends. Home treatments of these stains with agents such as nail polish remover or thinner may also be very damaging.

Oil. Most oil stains will respond to the use of a non-flammable household dry cleaning fluid, applied by eye-dropper to the stained area, and sponged with a clean white unstarched cloth. Where such stains cover a large area and are caused by an appreciable amount of oil, the cost of attempting to remove them in the home is prohibitive. Observe CAUTION, Page 7.

Paint, Varnish, Shellac. Where a small quantity of such material has been dropped on the rug, apply turpentine with an eye-dropper and sponge it from the outer edge of the stain toward the centre. Follow by applying a non-flammable dry cleaning fluid in the same manner. If the stain remains, contact the paint manufacturer for a thinner or remover made specifically for the product involved.

Where the stains are caused by considerable spillage, the cost of home removal makes the effort impractical. Observe CAUTION, Page 7.

Rust. Removal is no job for an amateur.

Shoe Polish, Liquid. If the stains are in small, local areas on the floor covering, apply a non-flammable dry cleaning fluid with an eye-dropper and sponge the area from the outer edge in towards the centre of the stain. Repeat as often as necessary while there is evidence that the stain is being transferred to the cloth. Observe CAUTION, Page 7. If not entirely successful, apply *Formula 1* as directed.

Shoe Polish, Paste. Scrape off any crusty surface, using a dull knife or spatula. Apply a non-flammable dry cleaning fluid with an eye-dropper, sponging from the outer edge toward the centre of the stain. Repeat as often as necessary and while there is evidence that the stain is being transferred to the cloth. Observe CAUTION, Page 7. If not entirely successful, apply *Formula 1.*

"Sweet" Stains (Candy, Chocolate, Sugar). Scrape off any crusty surface with a dull knife or spatula. Sponge with lukewarm water, working from the outer edge of the stain towards the centre. Follow with *Formula 1* as directed.

Wax. Scrape off as much as possible with a dull knife or spatula. Apply a non-flammable dry cleaning fluid and sponge with a clean cloth. Observe CAUTION, Page 7.

Stains of Unknown Origin. Any attempt to remove a stain of unknown origin with a "patent" cleaning preparation may "set" the stain and make it impossible to remove. If you insist on attempting the removal of a "mystery" stain, it is wise to confine your activity to the following:

Apply a non-flammable household dry cleaning fluid to the stain with an eye-dropper and sponge with a clean white unstarched cloth, working from the outer edge towards the centre. Observe CAUTION, Page 7. If the cloth picks up some of the stain repeat the application until the stain is either removed or there is no further transfer to the cloth. Follow by *Formula 1.* If still unsuccessful, you will have to bear with it or rearrange your furniture.

SECTION 9.
FIRE SAFETY

The booklet "Fire Safety in the Home" should be read by every member of the household. If you do not have a copy, request one immediately from your Regional Office. The location of the nearest fire alarm box, if any, should be one of the first points to check when taking over occupancy of your new quarters. When in a small community you should familiarize yourself with the system and equipment that is used for fire fighting so that you may render as much help as possible in the event of fire.

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ADDITION AND AMENDMENT RECORD

Add or Amd. No.	No. of pages	Part Section Paragraph	Date Entered